

**Government of West Bengal**  
**THE CALCUTTA HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL**  
**(State Model Homoeopathic Institution)**  
265-266, APC ROAD, KOLKATA- 700009

Memo no. CHMCH/Estt./311A/2023

Date: 20.04.2023

**Re-tender Notice (3<sup>rd</sup> Call) for Invitation to e-Tender (Two Bid system) for purchase and installation of multiple items at The Calcutta Homoeopathic Medical College & Hospital, 265-266, APC Road, Kolkata- 700009**

(Through Pre-qualification)(Submission of bid through NIC e-tender portal)

***e-Tender Ref no.:- CHMCH/Principal/e-NIT 02/2023-24***

(Previous e-Tender Ref nos.:- CHMCH/Principal/e-NIT 03/2022-23 dated 02/03/2023  
and CHMCH/Principal/e-NIT 06/2022-23 dated 24/03/2023)

(Note: All communications must be addressed to the officer named below by title only and not by name)

From: **The Principal & Administrator**

**The Calcutta Homoeopathic Medical College & Hospital**

To: \_\_\_\_\_

The Administrator & Principal, The Calcutta Homoeopathic Medical College & Hospital, is inviting e-tender (two bid) **for purchase and installation of following multiple items** for this institution from the Bonafide Manufacturer / Direct Importer / Authorized Distributors / Reputed Vendors. Necessary earnest money to be submitted only through online mode for participation in the e-Tender process as appended in the table below:

Name of the Item	Earnest Money
<b>Purchase and installation of -</b>	Rs.5,000/- (Rupees Five Thousand Only)
Canon Adv. 4835 DADF & Duplex (XEROX MACHINE)	
Computer, assemble desktop 1312 Generation Mother Board with NVME M.2 Slot, 8 GB RAM, SSD NVME 500 GB, Cabinet plus SMPS, 2GB Graphics Card, 18" Monitor, Mouse, Key Board, UPS, Windows 11	
High Speed Scanner, make HP, Model Scan Jet Pro, 3000	
HP/DELL Laptop (GEN 213-III5G4/8GB/512GB SSD/15.6" FHD/WIN11/IRON GREY/LAN PORT)	
LCD PROJECTOR WITH SCREEN (SONY/EPSON)	
PRINTER (LESER) BLACK & WHITE MAKE CANON/HP	
PRINTER (LESER) COLOUR MAKE CANON/HP	

**List of Items:** Enclosed along with Items Specification (see Annexures)

### 1. GENERAL INSTRUCTIONS

In the event of tendering process, intending bidder may download the tender documents free of cost from the website; <https://wbenders.gov.in> directly with the help of Digital Signature Certificate. Necessary earnest money may be remitted in favor of The Administrator & Principal, The Calcutta Homoeopathic Medical College & Hospital, 265-266, APC Road, Kolkata 700009, strictly **through online mode only** in

accordance with **G.O. No. 3975-F(Y), dated 28.07.2016** of the Finance Department, Government of West Bengal.

## **2. SUBMISSION OF BIDS**

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed in the website <https://wbtenders.gov.in>. All papers must be submitted in English language.

## **3. TIME SCHEDULES OF THE E-TENDER**

THE TIME SCHEDULE FOR OBTAINING THE BID DOCUMENTS, PRE-BID MEETINGS, THE SUBMISSION OF BIDS AND OTHER DOCUMENTS ETC. WILL BE AS PER THE LIST PROVIDED IN CLAUSE NO 23 AS GIVEN BELOW.

## **4. ELIGIBILITY FOR QUOTING**

Only Manufacturers, authorized distributors, reputed vendors and direct importers with good credentials in similar jobs are eligible for quoting. The price is to be quoted in Indian Rupees including all charges e.g. cost of insurance, custom duty, packing, forwarding, freight charges, clearing charges and transportation and installation charges including dismantling charges, if any.

## **5. SUBMISSION OF THE TENDERS**

The tender is to be submitted in a two Bid System.

### [A] TECHNICAL BID “A”

(a) Statutory Cover containing the following documents:

#### **BID “A”: PART I**

(SINGLE FILE MULTIPLE PAGE SCANNED)

**Essential Requirements of the Tendering Firm for participation shall contain all papers related to the essential requirements of the Tenderer for participation in the tender viz.**

A	NIT and Corrigendum (if any)
B	CHECK LIST in the prescribed format
C	Authorization letter of signatory from Bidder
D	Technical Specification

#### **BID “A”: PART II**

It should contain the detailed Technical Specifications of Items (in Excel sheet)

NON-STATUTORY/MY DOCUMENTS containing the following documents:

<b>Sl. No.</b>	<b>Category</b>	<b>Sub Category</b>	<b>Sub Category Description</b>
A.	Certificates	A1 Certificates	1. PAN Card
			2. Professional Tax Registration Certificate with Latest Challan
			3. GST Registration certificate
			4. Valid Trade License for the Latest period for the specific

		trade	
B.	Bidder Details	1. Proprietorship Firm (Trade License) 2. Partnership Firm (Partnership Deed, Trade License) 3. LTD Company (Incorporation certificate, Trade License) 4. Society (Society Registration copy, Trade License) 5. Power of attorney (if required)	
C.	Credential	1. License for doing the job. 2. Guarantor on behalf of the bidders (if the value of quotation exceeds Rs.10 Lakh) 3. Guarantee of the job/product as the case may be. 4. Work orders and payment certificates for experience in identical work if any.	
D.	Financial Information	1. Income Tax Returns submitted for the last Financial Year (2021-2022).	
		P/L Accounts & Balance Sheet (if available)	Audited P/L Account & Balance Sheet of last Financial Year (2021-2022) or a certificate by the chartered accountant clearly stating the nature of the business and annual turnover.

**[B] FINANCIAL BID “B”**

(i) BOQ in INR (in excel sheet)

The folder as “Financial Bid” shall contain base price in Indian Rupee and the portion of the allied works and services which are to be undertaken in India (like installation, commissioning of equipment or Instruments etc.) are to be quoted in Indian currency including all charges e.g., cost of insurance, packing, forwarding, freight charges, clearing charges, custom duty and installation, calibration & transportation etc. along with applicable taxes.

The tenderers are required to submit the hard copies of BID A as per schedule more clearly described in the time line vide clause 23 along with Earnest Money Deposit (EMD) (as mentioned in clause no. 7) in separate packets by means of hand or Registered post or Courier. Submission of hard copy of Bid A to the Office of The Administrator & Principals for reference only while examining the technical bid online and will not be treated as substitute for on line submission. Submission of hard copy of Bid B is totally prohibited and only be submitted through on line through NIC portal.

**6. EVALUATION OF THE TENDERS**

During the tender evaluation process, the “Bid A” will be opened first. Those Tenderer who has qualified the evaluation of technical bid will be identified and only their “Bid B”, i.e. financial bid will be opened. The “Bid B” of those Tenderer failing to meet the technical and other requirements of participating in the tender will not be opened and will be rejected. The tenderer offering the item found suitable and being as per the tender specifications will only be selected.

The “Bid B” (Financial Bids) of only these tenderers passing the technical bid evaluation will be opened then subject to verification of hard copies submitted earlier.

If found suitable in the context of above pre-qualification etc. the Tenderer quoting the lowest rate will be considered as successful.

**7. COST OF EARNEST MONEY**

Each tenderer has to submit, unless exempted under the existing orders of the West Bengal Government. If the bidder does not provide the EMD (wherever applicable) for any quoted bid value of any department/section in respect of in Bid A, the bid of the respective bidder should be treated as cancelled.

The EMD will be refunded to the bidder(s) as per following manners--

- I. If the bidder(s) do not get any offer, the EMD will be automatically be refunded to the bidder(s) account through online mode only after finalization of the tender or within 120 (one hundred twenty) days from the date of opening of tender whichever is later against the specific prayer of Tenderer. No request for receiving the EMD amount in any other offline / online mode will be entertained at any stage by the College authority.
- II. If the bidder(s) get the work offer, but is unable to supply the materials / carry out the work order successfully and satisfactorily, the EMD will be forfeited.

## **8. RATE**

**The price is to be quoted in Indian Rupees including all costs e.g. insurance, custom duty, packing, forwarding, freight charges, clearing charges, installation, Calibration(in college premises) and transportation etc. and dismantling charges if any, payable in Indian Rupees should also be mentioned.**

The Instrument is to be transported in such packaging so that there is no damage to the primary packaging during transportation process.

The basic rate should be furnished inclusive of all taxes duties & charges e.g. Customs Duty, Transportation Cost, Insurance, Freight, Testing charges, Incidental Charges etc. but excluding of GST which shall be quoted separately in the template for Bill of Quantities (BOQ). The GST Amount is to be mentioned in the appropriate Column of the template for Bill of Quantities.

## **9. ORDER & SUPPLY**

Orders for the supply of the approved products will be placed with the successful tenderers after the execution of the agreements, and such supply shall have to be made in such installments as may be fixed or spread over a period to be specified in the supply orders to be made in purchase of the agreements. The successful tenderer will have to supply within the specified time schedule that had been assured at the time of selection as supplier.

## **10. WITHDRAWAL/CANCELLATION & PURCHASE POLICY OF TENDERING AUTHORITY**

**The tendering authority reserves the right to withdraw any item from the tender at any stage. The selection of such item, if already made in favor of any Tenderer, shall be treated as cancelled. The tendering authority reserves the right to reject or accept any tender or part thereof at any stage or to split any tender without assigning any reason.** Withdrawal of tender or any revision after submission of tender by the Tenderer will not be allowed unless otherwise required by the tendering authority. The tendering authority reserves the right to accept or reject any tender, in part or in full, without assigning any reason. Purchase will, however be made following the existing purchase policy of the Government of West Bengal and its amendment(s) made from time to time. The purchase policy of the State Government as provided in the West Bengal Financial Rules, the policy of price preference in particular incorporated under Notification No. 10500-F dated 19.11.04 read with Notification No. 5400-F dated 25.06.2012 should be observed in considering the tenders.

## **11. IMPORTANT INSTRUCTION WITH REGARD TO SUBMISSION OF TENDER**

The rate should be quoted in Indian Rupees (both in figure and words) for a particular brand or model/model no. of the offered item only as mentioned in the appropriate column of the "Tender Form", (Alternative offer will not be accepted). The tender shall be cancelled for the quotation of item without its brand name, model, model no. etc. the detail information regarding the manufacturer and the item quoted in the "Tender Form" shall be furnished.

## **12. SPARE PARTS**

The Bidder will undertake the supplies of necessary maintenance equipment and spare parts will be made available for all items and the complete system for at least five years on a continuing basis. However, this does not relieve the supplier of any warranty obligations under the contract.

### **13. CMC/AMC**

- 13.1 Implementation of CMC/AMC is subject to the decision of the Authority.
- 13.2 All faults appearing and their rectification shall be periodically advised to the laboratory, the period being not more than a month.
- 13.3 Any lacuna or lacunae noticed in the functioning of the installation as a result of any design feature shall be rectified by the supplier free of cost.

### **14. AFTER SALES SERVICES AND MAINTENANCE CONTRACT**

After sales services will have to be provided by the supplier during warranty/guarantee period of the equipment free of cost.

### **15. DELIVERY, INSTALLATION AND COMMISSIONING**

- 15.1 Delivery of the goods at the purchaser's premises shall be completed by the Supplier in accordance with the terms specified by the purchaser.
- 15.2 The installation, testing and commissioning of the proposed system shall be completed in accordance with the order.

### **16. SPECIAL TERMS AND CONDITIONS FOR TENDER SUBMISSION**

The tender has to give a certificate that the firm has not been blacklisted in the past by any Institution Government/Private or convicted in any criminal case.

If the tenderer gives a false statement on any of the above information the firm/supplier will not be considered and their quotation/tender shall be rejected and the earnest money shall be forfeited.

The manufacturer should submit all the quotations directly or through their authorized agent were applicable provided the manufacturer accepts responsibility for any lapse on the part of the agent and authorization certificate must be enclosed.

### **17. PENALTY CLAUSES**

**PENALTY FOR FORMATION OF CARTEL OR FURNISHING OF FRAUDULENT/MISLEADING DOCUMENTS:**

If during the tender process or at any stage during the validity of the tender period, it is found that a Tenderer(s) has formed a cartel in what so ever form or name to fix up the rates or suppliers to the detriment of the fairness of the tender process, penal measures shall be initiated. Similar penal measures shall also be initiated against those tenderers who have submitted false/misleading/fraudulent documents or made incorrect declarations. The penal measure will be Forfeiture of Earnest Money, Forfeiture of Performance Bank Guarantee if enlisted as a supplier.

### **18. APPEAL**

Appeal against the decision of The Administrator &Principal, The Calcutta Homoeopathic Medical College& Hospital impose such a penalty will lie with the Director of Public Instruction, Department of Higher Education, Government of West Bengal.

### **19. AGREEMENT**

On a tender being accepted, intimation of acceptance will be forwarded to the Tenderer by the Administrator&Principal, The Calcutta Homoeopathic Medical College& Hospital. After

communication of the same, the Tenderer and the selected distributor (in the event of distributor to receive order and payment in his name) will have to execute agreement in the prescribed form with The Administrator & Principal, The Calcutta Homoeopathic Medical College & Hospital, 265-266, APC Road, Kolkata 700009. The present document and the tender forms filled in by the Tender or copies thereof in so far as they are not inconsistent with these terms and conditions will be incorporated as part of the agreement. Such agreement will be binding on the Tenderer and distributor.

## **20. VALIDITY PERIOD OF AGREEMENT**

The contract period will be for a period decided by the tendering authority while giving work order to the bidder depending upon the job.

## **21. INSPECTION**

Before submitting the tender, the intending tenderers should thoroughly acquaint themselves with the proposed supply and installation by local inspection of site and make into consideration the site condition and other criterion for effecting smooth supply. No claim whatsoever will be entertained afterwards.

## **22. PAYMENT TERMS**

**No advance money will be provided to the eligible bidders/suppliers.**

Payment will be made through e-payment system through RTGS / NEFT as the case may be after execution and accomplishment of due supply as ordered subject to:

- i. Supply of the materials as per specification as provided in the tender documents and the catalogue.
- ii. Supply of the materials within the supplied period as specified in the work orders.
- iii. Availability of fund in PFMS and IFMS Module as the case may be

On being selected, the successful vendors will have to submit one application to The Administrator & Principal, The Calcutta Homoeopathic Medical College & Hospital, 265-266, APC Road, Kolkata 700009 and concerned procuring authorities stating the name of the payee/recipient, Bank account no with MICR code, IFSC of the payee/recipient for making e payment.

No manual payment is allowed to be made as far as practicable.

**Payment will be made in FULL after successful completion of the job.**

## **23. DATES & INFORMATION:**

<b>Sl. No.</b>	<b>Items</b>	<b>Publishing Date(s)</b>
01.	Date of uploading of N.I.T. & Tender documents (online) from this end	24.04.2023 at 10.00 am
02.	Starting of Documents download (online)	24.04.2023 at 10.00 am
04.	Bid Submission starting (on line)	24.04.2023 at 10.00 am
05.	Last date of document downloads and submission of bid (on line)	06.05.2023 up to 4.00 pm
06.	Date of Technical Bid opening	08.05.2023 after 4.00 pm
07.	Date of uploading list for Technically qualified Bidder (online)(Bid A)	To be notified Later
08.	Date and Place for opening of Financial Proposal (Bid B) (online)	To be notified Later
09.	Date of uploading of list of bidders along with the approved rate	To be notified later

**THE ADMINISTRATOR & PRINCIPAL, THE CALCUTTA HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL, 265-266, APC ROAD, KOLKATA 700009 RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES AFTER PUTTING UP A NOTICE ON THE WEBSITE: <https://wbtenders.gov.in> AND OFFICE NOTICE BOARD.**

**24. VALIDITY OF TENDER:**

The contract period if any, will be for a period decided by the tendering authority while giving work order to the bidder depending upon the job.

No objections in this respect will be entertained raised by any Bidder who will remain present during opening of bid, or from any Bidder who will remain absent at the time of opening of Financial Bid. No informal tenderer will be entertained in the Bid further.

During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/manufacture/fabricated, that bidder would not be allowed to participate in the tender and that application will be out rightly rejected without any prejudice.

Prospective bidders must take training from authorized agencies before submission of their bids.


The Central Tender & Purchase Advisory Committee of the College reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.

**26. The Quantity of the Item(s) is always subject to change and it depends upon the Requirement & Budget and actual required Quantity will be mentioned in Purchase Order.**

**27. The Organization/Firm must have an Office / Service Centre in Kolkata WEST BENGAL and upload the Office details including Contact Person with Contact Number.**

**28.N.B.:**

During evaluation, the Tender Inviting Authority may summon the tenderers (if required) & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will be liable to be rejected.



**ADMINISTRATOR**  
Govt. of W.B.  
The Calcutta Homoeopathic Medical College & Hospital  
265-266, A.P.C. Road, Kolkata- 700 009

**Administrator & Principal**  
The Calcutta Homoeopathic Medical College & Hospital  
Department of Health & Family Welfare,  
Government of West Bengal

### FORMAT FOR CHECK LIST

Sl.No.	Items	Please Mark <input type="checkbox"/>		Page No.
		Yes	No	
01.	PAN Card of the authorized signatory			
02.	Professional Tax Registration Certificate			
03.	GST Registration certificate			
04.	Valid Trade License for the period for the specific trade			
05.	Proprietorship Firm (Trade License)			
06.	Partnership Firm (Partnership Deed, Trade License)			
07.	LTD Company (Incorporation certificate, Trade License)			
08.	Society (Society Registration copy, Trade License)			
09.	Power of Attorney (if required)			
10.	Manufacturing License			
11.	Manufacturer's guarantee			
12.	Work orders and paying certificates for experience in identical work in last 3 Financial Year with minimum 80% of bid value.			
13.	Income Tax Returns submitted for the Financial year 2021-22			
14.	Audited P/L Account & Balance Sheet of last Financial Year (2021-2022) or a certificate by the chartered accountant clearly stating the nature of the business and annual turnover			
15.	Whether blacklisted previously			
16.	Whether involved in any criminal case			
17.	Whether the bidder has bank A/C in the name as of quotation for receiving payment			
18.	Relevant documents as mentioned in <b>Additional Terms and Conditions</b> section. (see page 6 & 7)			
19.	Whether the Organization/Firm has a <b>Office / Service Center</b> in <b>Kolkata WEST BENGAL</b> or not? and upload the Office details			
20.	<b>Whether the Organization/Firm has uploaded the Technical Specification and Manufacturer/Make of the Items? It is mandatory.</b>			



**Annexure I**

S L . N O	NAME OF THE ITEM	SPECIFICATION		QUANTITY REQUIRED
1.	Canon Advance 4835 DADF & Duplex (XEROX MACHINE) with Supply and Installation	<b>Features</b>	<b>Specifications</b>	02
		Print/Copy Speed:	35 ppm or above	
		Paper Size:	A4, A3	
		Print resolution	1200X1200 DPI	
		Copy resolution	1200X1200 DPI (Scan 600X600 DPI)	
		Hard Disc capacity	256GB SSD or more with storage capacity	
		Processor:	Canon Dual Custom Processor (Shared) Min 1.5 MHz	
		RAM:	3.5GB or above	
		First copy output time	Min 5.5sec or less	
		Interface	Wired Network, Direct WiFi, USB, Mobile Printing	
		Duplex	Inbuilt Duplex for Printing & Automatic Duplex Scanning	
		RADF/DADF:	Min 100 Sheets or above (80gsm)	
		Scan Destination:	E-maiI/Internet FAX(SMTP), SMB, FTP, Web DAV, Mail Box, Super G3 Fax & IP Fax (Optional); USB Memory	
		Print Languages:	STANDARD UFR II or equivalent	
		Paper Capacity:	550Sheetsx2Tray,100SheetsByPass	
		Advance Features		
		Security Features	UniFLOW Online Express (PIN Login, Picture Login, Picture and PIN Login, Card Login, Card and PIN Login, Username and Password Login, Department ID and PIN Login, Function Level Login)	
		Authentication Standard	User authentication, Dept ID, Picture login, Device & Function level login & access management system	
		Document	Secure Print, Force hold print	

		Security	
		Display:	10" inch TFT LCD WS VGA Colour Touch Panel
		Toner:	Toner yield Standard @40,000 A4 pages @ 5% coverage
		Power Consumption	Max 1.5k Worless, Standby 40 worless, Sleep mode 1 worless
		Warranty:	1year onsite Warranty
		Stabilizer	min2kVA
		Pedestal	Wooden/Steel Trolley with wheels
		<b>NB:</b> Bidder must submit tender specific Authorization letter from respective OEM to qualify in technical bid.	

SL. NO	NAME OF THE ITEM	SPECIFICATION	QUANTITY REQUIRED
2.	Computer (Desktop) and accessories	Supply and Installation of assemble desktop 1312 Generation Mother Board with NVME M.2 Slot, 8 GB RAM, SSD NVME 500 GB, Cabinet plus SMPS, 2GB Graphics Card, 18" Monitor, Mouse, Key Board, UPS, Windows 11	10 sets

SL. NO	NAME OF THE ITEM	SPECIFICATION	QUANTITY REQUIRED
3.	High Speed Scanner	Supply and Installation of high speed scanner, Make HP, Model Scan Jet Pro, 3000	01

SL. NO	NAME OF THE ITEM	SPECIFICATION	QUANTITY REQUIRED
4.	HP/DELL Laptop	Supply and Installation of HP/DELL Laptop GEN 213-III5G4/8GB/512GB SSD/15.6" FHD/WIN11/IRON GREY/LAN PORT	01

SL. NO	NAME OF THE ITEM	SPECIFICATION	QUANTITY REQUIRED
5.	LCD Projector With Screen (SONY/EPSON)	Supply and Installation of projector and screen	04

SL. NO	NAME OF THE ITEM	SPECIFICATION	QUANTITY REQUIRED
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6.	Laser Printer	Supply and Installation of Laser Printer BLACK & WHITE, Make Canon /HP	03
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SL. NO	NAME OF THE ITEM	SPECIFICATION	QUANTITY REQUIRED
7.	Laser Printer	Supply and Installation of Laser Printer, Colour, Make Canon /HP	01